

# Education Information for Families with Children

## Preschools

There are a number of English language preschools in Jakarta. Embassy families have used several of them and have been happy with the programs. It is not necessary to register before arriving in Jakarta, but CLO will be happy to share information about the programs.

## Jakarta International School

Jakarta International School (JIS), which is attended by most mission dependents, is one of the best college preparatory schools overseas. Almost 2,500 students of many nationalities from kindergarten through grade 12 attend JIS. While JIS is an international school, with an international staff, it follows a basically American curriculum with a number of AP classes and the International Baccalaureate (IB) curriculum offered at the high school level. There are three campuses: Pattimura Elementary (K-5) is located in the Kebayoran Baru area. Pondok Indah Elementary (K-5) and Cilandak (6-12) are adjacent to each other in Pondok Indah in South Jakarta. School hours are as follows:

Kindergarten (known as Prep Senior)	7:30 a.m.-12 noon (first semester) 7:30 a.m.-1:45 p.m. (second semester)
Grades 1-5	7:30 a.m.-1:45 p.m.
Grades 6-12	7:30 a.m.-2:40 p.m.

Many after school activities offered at all grade levels. School buses pick up and drop off embassy children at or near their homes with late buses offered for the older students.

JIS greatly appreciates receiving early applications from mission personnel. Although children of mission employees fall into the priority category for enrollment, assignment to campus is made on a first-come, first-served basis. This policy is particularly important for elementary-aged children. Most embassy housing is in the Kebayoran Baru area, where the Pattimura campus is located. This popular but small campus fills up quickly, so parents of elementary-aged children are urged to send their applications to CLO as soon as possible.

Applications for JIS will not be processed unless copies of school records for at least three years accompany the form. JIS processes all complete applications received by the end of April and issues "letters of offer" of place, with campus assignment, on May 1. After that date, complete applications are reviewed as they arrive with campus assignment again being made on a first-come, first-served basis. New mission personnel should send their complete applications to CLO, who will ensure that they get to JIS and who will liaise with the school on any questions regarding the applications.

If you have a student who has required support services in the past, JIS requires that you include the following items in your application packet: a current evaluation (within the past 2-3 years), a psychological evaluation, any achievement tests taken, and a current Individual Education Plan (IEP). The school is able to provide only a moderate level of

support, which translates into about 120 minutes of support services per week. These are defined as support services, not remedial services. If your child may need assistance, it is important that you begin communicating with JIS early. As a general rule, JIS does not accept children with moderate to severe disabilities.

All students are required to take placement tests to assess math and English abilities and have interviews before entering school. The admissions office is confident that they are able to recognize any potential problems from a careful screening of the applications. It is imperative to send complete records early if your child has required any additional assistance in previous grades. However, final placement will not be made until after the interview.

Parents should plan to be at post at least two weeks before the beginning of school (August 15, 2002). If you cannot arrive by that time, please advise the CLO and we will in turn let the school know. We hope these guidelines on registering your children are helpful.

We would like to remind parents that JIS charges a full semester's tuition for any student enrolled who spends even one day in class. If parents consider withdrawing a child from JIS after enrollment, they should not do so before consulting the financial and administrative representatives of their agency.

### **Other Educational Options**

There are several other schools in Jakarta, including not only North Jakarta International School that also follows an American curriculum, but also schools following the British, French and Australian educational curricula, as well as Montessori school. For more information on these schools, I would encourage you to drop by the Office of Overseas Schools (OOS) in Columbia Plaza [Washington, D. C.] and speak with an Education Officer and/or see the reports on the OOS web site at <http://www.state.gov/m/a/os>.

If you are stationed in Washington, D.C. or will pass through for consultations, visit the Overseas Briefing Center and the Family Liaison Office, which have handbooks and course descriptions for JIS and other international schools

# REGISTERING YOUR CHILDREN FOR JAKARTA INTERNATIONAL SCHOOL

These guidelines are provided to help you register your children as quickly and efficiently as possible.

The first rule of applying to JIS is to **begin early** – this is a key concept. **You should not wait until you arrive to begin the application process.** If you have served at other posts where being with the embassy afforded you some relief from the school bureaucracy, that will not be the case here.

JIS sometimes has a waiting list of students seeking admission. Admission priority is based on several criteria, one of which is the holding of a Capital Levy Certificate (CLC). The embassy assigns the CLCs to official dependents based on JIS application forms. **It is therefore imperative that you send completed applications to the Community Liaison Office (CLO) as soon as possible.** Do not send applications directly to the school – this will result in significant delays. CLO will take responsibility for initiating the required paperwork for the CLC and bringing the completed applications to the school.

## The Application Form

Although the application is self-explanatory, prepare the documents you need to send ahead of time. For each student's application, you will need to send the following additional documents along with the applications. JIS will not process incomplete applications:

- Completed health form, including proof of current tuberculosis test
- Copies of the student's and both parents' passports
- A minimum of previous three years' school records
- Photo of the student

If you do not have up-to-date diplomatic passports, send the applications with copies of old passports – the current ones can be substituted at a later date. **Keep copies of everything you send.**

Before your child is scheduled for a placement test, you must also provide a copy of the student's and both parents' visas and additional photographs (3x4 cm) for transportation, the library and student I.D.

## Once you arrive:

1. **Visit the CLO** and ensure that your application has already been delivered to the school and where in the process your child's application is.
2. **Soon after you arrive**, if CLO has not provided you with an appointment for placement testing, contact the office of the school your children will attend – JIS middle or high school, Pattimura, or Pondok Indah Elementary (PIE). At the

elementary school level, campus assignment is based on address of residence and date of arrival. (At this time all U. S. Embassy ES students attend Pattimura.) Speak to the school counselor's secretary and make an appointment for your child's placement test or interview (tests are for Math and English proficiency). Do this early as you can since you and your students will have to return to the school after the day of the test for a conference about placement.

3. Go to the JIS Transportation Office with two passport photos of each child and register for the bus. The counselor's secretary will not necessarily remind you to do this and the deadline for bus registration is **one week before school begins**. Students who are not on the bus schedule by this time **will not receive bus transportation the first week of school**. Cilandak is a significant taxi ride away twice a day, so be sure to register for the bus. You must complete a simple form and provide two photos before the registration is complete.
4. If you haven't heard from the counseling office within a week or two after taking the placement test (depending on how early you arrive at post), call the office to make the interview appointment. This is particularly important for high school students who will not be assigned to classes until you have done this. Classes can fill up.
5. If your high school student may be interested in the International Baccalaureate (IB) program, it would be worth your while to try and meet the IB coordinator, a member of the high school administration, before you see the counselor. This will help you to get an overall picture of the program and the work involved in taking the full diploma.
6. Although the nurse will not be on campus until school begins, your children need written certification of a current, negative TB test. The test must be dated within the same calendar year of admission (i.e. if your children enroll in August of 2002 then the TB test can be no earlier than January of 2002). Students' official immunization records (i.e. WHO card) demonstrate proof of a current TB test. Students are also requested to have current tetanus inoculations. The health forms should be given to you in the packet provided when your children take the placement exam.
7. High school students may wish to bring 3 ring binders, filler paper, report folders, pencils with erasers and other common school supplies. Elementary students are provided their supplies while the middle school has uniform requirements, making it advisable to purchase supplies at the school store. Any art and craft supplies may be brought to post.

#### **Useful telephone numbers and addresses:**

JIS Cilandak Campus (Middle and High School) and Pondok Indah Elementary: 769-2555  
Pattimura Elementary: 720-0536

#### International Mailing Address:

Jakarta International School  
P.O. Box 1078 JKS  
Jakarta 12010, Indonesia

JIS Website: [www.jisedu.org](http://www.jisedu.org)

JIS Admission Director, Steve Money: [smoney@jisedu.or.id](mailto:smoney@jisedu.or.id)

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## **USEFUL WEBSITES**

Jakarta International School	<a href="http://www.jisedu.org.id">www.jisedu.org.id</a>
Living in Indonesia: A Site for Expatriates	<a href="http://www.expat.or.id">www.expat.or.id</a>
Office of Overseas Schools	<a href="http://www.state.gov/www/about_state/schools">www.state.gov/www/about_state/schools</a>
Family Liaison Office	<a href="http://www.state.gov/www/flo">www.state.gov/www/flo</a>
The Jakarta Post	<a href="http://www.thejakartapost.com">www.thejakartapost.com</a>
American Association of Foreign Service Women	<a href="http://www.kreative.net/fslifelines">www.kreative.net/fslifelines</a>
The SUN (Spouses' Underground Newsletter)	<a href="http://www.thesun.org">www.thesun.org</a>